



APPLICATION GUIDELINES
REGIONAL WATER PLAN SEED GRANT
STATE FISCAL YEAR 2014

Revised August 2013

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CONTACT INFORMATION

GEORGIA ENVIRONMENTAL PROTECTION DIVISION
WATERSHED PROTECTION BRANCH
NONPOINT SOURCE PROGRAM

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INTRODUCTION

The Georgia General Assembly has appropriated \$500,000 in State Fiscal Year 2014 Funds for Regional Water Planning, \$150,000 of which is being made available for competitive grants. These “Regional Water Plan Seed Grants” are being provided to support and incentivize local governments and other water users as they collect and manage water data and information and undertake their Regional Water Plans implementation responsibilities.

Eligible recipients of the Regional Water Plan Seed Grant funds must be a public entity, such as a local¹, regional or state unit of government, a local authority which operates local government service delivery programs, a regional commission, resource conservation and development council, local school system, state college or universities, or a state agency. State law currently prohibits non-governmental organizations (such as private firms and nonprofit organizations) from receiving grant funds directly; however, these organizations are encouraged to form partnerships with eligible applicants.

Maximum reimbursement for a Regional Water Plan Seed Grant is capped at \$75,000 and is limited to 60 percent of the total project cost. Therefore, award recipients must provide a minimum match of 40 percent of the total project cost. Ten percent of the match must be provided as cash. Applicants who are able to demonstrate a match commitment of 50 percent or greater or a cash match of 20 percent or greater will receive priority consideration for funding.

ELIGIBLE ACTIVITIES

Types of activities that are eligible include, but are not limited to, undertaking programs to address critical information needs or data gaps; tracking available monitoring data and reporting on water resource conditions; developing regional guidelines for regional water plan implementation; preparing and distributing technical guidance on high priority regional water plan management practices; providing regional water plan implementation training and other technical assistance to support implementation of management practices detailed in regional water plans, or other priorities as identified in the Regional Water Plans. Grant funds may not be applied to construction costs such as infrastructure and related building costs.

MINIMUM REQUIREMENTS

Applications must satisfy the following requirements to be considered for funding. Criteria are evaluated via competitive scoring process:

- Applicants must schedule and participate in a project development meeting with GAEPD staff prior to submittal of the application.
- Applications must include a letter from the Chair or Chairs of the relevant regional Water Planning Council or Councils that endorses the project and describes how the project is

¹ Local governments must have Qualified Local Government status as of September 30, 2013, in compliance with the requirements of the Georgia Planning Act of 1989 and Service Delivery Strategy Law of 1997.

consistent with the Council's implementation priorities and the vision and goals articulated in their Regional Water Plan(s).

- Applications must specifically identify the Regional Water Plan or Plans and management practice(s) or other recommendation(s) from each plan that the project is designed to implement.
- Applications must demonstrate how the project will implement regional water plan management practices and/or recommendations.
- Applications must demonstrate the benefits of the project including but not limited to enhancing water supply or water quality improvements that also provide water supply benefits.
- Applications must demonstrate significant coordination between the applicant, Council(s), and the Division during preparation of the application.
- Applications must be consistent with the policies and implementation actions in the Georgia Comprehensive State-wide Water Management Plan.
- Projects must commit to a minimum 40% Project Match of which 10% must be in the form of cash contributions. (See Appendix A for additional match information)
- Applications must demonstrate how the effectiveness (i.e., measure of success) of the project will be evaluated.
- Applications must demonstrate cost effectiveness.

ADDITIONAL PRIORITIES

Additional competitive priority for funding will be given to applications that:

- Demonstrate a watershed management approach utilizing coordination with the Regional Water Planning Councils, the Division and/or involving multi-governmental agencies, or other cooperating partnerships.
- Are conducted in conjunction with other water management projects and activities.
- Demonstrate additional environmental benefits including but not limited to protection of in-stream flows, water conservation, air quality and energy conservation.
- Demonstrate a match commitment of 50% or higher and/or a cash match commitment of 20% or higher.

APPLICATION INSTRUCTIONS

APPLICATION DEADLINE

Grant applications must be postmarked by September 30, 2013.

Any application postmarked (or hand-delivered) after this date will not be considered for funding.

Completion of All Sections of the Application

Project activities and information should be consistent throughout the application materials. Please follow all instructions and complete all sections. If you feel a section of the application does not pertain to your project, then use a "Not Applicable (N/A)" response.

Application packets should consist of:

- Cover Page/Letter from Applicant
- Project Description (using provided template)
- Project Attachments
- Endorsement Letter from Chair(s) of Council(s)

Required Format, Electronic Copies via Mail (No Faxes or Emails)

Applications must be typed in Microsoft Word and must be single-spaced and in 12-point font. Please number all pages and include the project name and applicant name on each page. A cover page should be the only item before the application. Please include all appendices and attachments at the end and in electronic format as applicable. Applications should be submitted via mail, and should include one paper copy (including all attachments), and one digital copy on CD (including all attachments).

Deadlines for Pre-Application Meeting or Conference Call and Draft Application Reviews

All applicants are required to meet or conference call with GAEPD Staff to discuss the project proposal before an application is submitted. Project partners, consultants, or other affiliated parties are welcome to attend, but the primary applicant **MUST** be in attendance. **All pre-application meetings MUST be completed by September 15, 2013.** GAEPD Staff are available to review and provide comments on completed draft applications if the documents are received (email is acceptable) by September 15, 2013.

Please address SFY14 Regional Water Plan Implementation Grant applications to:

SFY2014 Regional Water Plan Implementation Grant Application
ATTN Jeff Linzer
Watershed Protection Branch
Grants Unit
4220 International Parkway, Suite 101
Atlanta, GA 30354

PROJECT DESCRIPTION

1. Project Title: Please limit title to 1-2 lines.

2. Lead Organization and Primary Contact:

Provide the name, address, telephone number, fax number and email of the lead organization and primary contact².

3. Project Goals

The Project Goals section clearly states the overall goal of the proposed project in a concise manner. The information provided must be factual and all objectives should be realistic and attainable.

- Indicate the applicable Regional Water Plan(s) management practices or recommendations to be addressed by this project. (Please reference plan and specific management practice(s) or recommendation(s) by name and page number)
- Provide a description of each management practice or recommendation to be implemented.
- Include quantifiable goals such as numbers to be addressed, percent to be achieved, and minimum targets.
- Describe any water supply benefits from addressing the specific management practice(s) or recommendation(s).

4. Project Background

The Project Background section puts the project goals in a specific context and provides the justification for funding a particular project. The following list is not all inclusive; but, provides some examples of what is expected in the Project Background:

- Describe how the proposed project is consistent with the implementation priorities and the vision and goals articulated in the applicable regional water plan(s).
- Describe why these regional water plan management practices or recommendations should be undertaken at this time.
- Describe how the project will implement regional water plan management practices and other regional water plan recommendations.

5. Project Activities

The Project Activities section details the activities that will achieve the project goals, the methods of implementation for each activity, and the measures of success to be used in assessing the effectiveness of each activity. All items must be directly correlated to the Budget and Project Implementation Schedule.

Project Activity: Identify and describe each of the activities that will achieve the project goals. Include as many activities as are necessary to accomplish the project.

² A secondary point of contact may also be included from partnering organizations; however, a primary point of contact must be provided from the applicant.

Tasks: Describe the specific tasks that are necessary to complete each project activity. Please be detailed and specific about the project activities, and provide quantifiable information where appropriate.

Deliverables: Identify all deliverables associated with each task. Provide quantifiable information where appropriate. Examples of deliverables include, but are not limited to: maps, reports, pictures, monitoring data, and monitoring reports.

Measures of Success: Describe the evaluation criteria used to assess each the successful completion of task. Criteria should target both quantifiable and qualitative results to be achieved.

6. Roles and Responsibilities of Partnering Organizations

A description of the roles and responsibilities for all partnering organizations allows for the appropriate assignment of duties and maintains project partner accountability. Identify all organizations that will contribute time, services or resources to this project and include descriptions of each of the organization's specific responsibilities.

Organization Name	Specific Responsibilities
<i>(Specify Lead Organization)</i>	<ul style="list-style-type: none"> • Provide, or otherwise track and manage, 40% of total project costs (matching funds including cash and/or in-kind services) • Request reimbursements from GAEPD on a quarterly basis • Pay funds to appropriate contractor(s) and vendor(s) • Track all grant funds expended and all match provided • Track all project activities in accordance with the implementation schedule • Complete and submit quarterly progress reports with invoices to GAEPD by January 15th, April 15th, July 15th, and October 15th of each project year (Payment of invoice is contingent on work completed and a review of the quarterly report.) • Complete and submit close-out report at conclusion of project • (ADD OTHERS AS APPROPRIATE)
GAEPD	<ul style="list-style-type: none"> • Provide 60% of total project costs • Review and approve project deliverables • Participate in meetings, as appropriate • Provide project oversight and contract management • Provide monitoring guidance and training
<i>(Partnering Organization(s)) (additional as needed)</i>	<ul style="list-style-type: none"> • Additional responsibilities • Provide X% match (indicate in-kind or cash)

7. Project Location

Provide a map identifying the entire project area along with the approximate size and location of the proposed project area. If necessary due to size, attach the map as an appendix, and reference the appendix in this section. If appropriate, please also provide a reference for any specific figures from the Regional Water Plan(s).

8. Project Budget

The Project Budget delineates proposed grant and matching expenditures by item class categories (A-F) (Please see example budget on page 9). The project proposal must provide sufficient detail to justify all project costs, which must correspond directly to the Project Activities

(For example, if a turbidity meter is listed as an equipment budget item, the Project Activities must include a task that would require the purchase of a turbidity meter – i.e. TSS monitoring.)

Also, identify funding source for match (name of organization/person, cash, or in-kind.)

- **Applicants must use the budget format included in the application template.**
- **All project proposals are limited to \$75,000 in requested grant funding.**

Item Class Categories:

- **Personnel (A):** Personnel budget items must include the position title, salary rate, percentage of full-time equivalent (FTE), resulting dollar amount, number of years to be reimbursed, and a description of responsibilities for each position cited, regardless of funding source.
- **Fringe Benefits (B):** Fringe benefit budget items must include the position title, percentage of FTE, resulting dollar amount, fringe rate (as a percentage of salary), and number of years to be reimbursed for each position cited, regardless of funding source.
- **Travel (C):** Travel budget items should be calculated by multiplying the number of expected travel miles by the current mileage rate. Applicants should also clearly identify the personnel traveling by position title, and the type and purpose of travel. Travel must be associated with a project activity/task. **NOTE: out-of-state travel must be pre-approved by GAEPD and is dependent upon reason for travel and cost.**

The **Mileage Reimbursement Rate** for 2014 is \$.565 per mile. For more information, please visit the following website: <http://sao.georgia.gov/state-travel-policy>

- **Equipment (D):** All equipment budget items must be itemized separately. Please include brief descriptions, specifications or actual quotes and associated activity/task. The term “Equipment” applies only to items with a useful life of more than one (1) year and an acquisition cost equal to or greater than \$5,000.
- **Supplies (E):** Supply budget items may be collectively summarized by type (monitoring, administrative, printing, etc.) as long as the collective total for each type is less than \$2,000.
- **Contractual (F):** Contractual budget items represent formal financial relationships between the lead organization and subcontractors, and must identify the type of subcontractor and the applicable project activities. For each large subcontract item (\geq \$30,000), a detailed budget breakdown using the same item class categories must be attached as an appendix to the application. A copy of the bid request or job announcement, and contractual agreement must be submitted to GAEPD.
- **Other (G):** Other budget items and costs must be itemized separately.
- **Indirect Charges (I):** Indirect Charges may not be paid using grant funds. Applicants are encouraged to count 100% of their Indirect Charges as match.

Example Project Budget:

Item	Item Class Category	Grant Funds (60% Maximum)	Matching Funds (40% Minimum; 10% cash)	Total
A	Personnel: One (1) (Name position if any) - ? FTE (\$?/year) for 1 year Description of Duties: (explain here)			
	Sub Total:			
B	Fringe Benefits: One (1) (Name position if any) - ? FTE (??%) for 1 year			
	Sub Total:			
C	Travel: Staff Position: (Name position if any) Purpose of Travel: (Explain here) ? miles x \$.565/mile			
	Sub Total:			
D	Equipment: Equipment: (What kind) Purpose/use: (describe)			
	Sub Total:			
E	Supplies: Supplies: (What kind) Purpose/Use: (describe)			
	Sub Total:			
F	Contractual: Contractor Name: (enter name) Description of Duties: (describe)			
	Sub Total			
G	Other:			
	Sub Total			
H	Total Direct Charges: (Sum of A-H)			
I	Indirect Charges: Indirect Charge Rate	N/A		
J	Total: (Sum of H and I)			

➤ **Cash Match Details:**

Provide the dollar amount and the source(s) of the cash match. Please provide information on what will be paid for with cash match.

9. Project Implementation and Drawdown Schedule

All project proposals must include a Project Implementation and Drawdown Schedule Gantt Chart, which details expected execution of tasks, and reporting requirements, and expenditure of funds. Anticipated start dates for Regional Water Plan Seed Grant projects will be in December 2013. Projects may not exceed eighteen (18) months in duration.

The Gantt Chart must be formatted to fit one 11 x 17 inch sheet, but can be expanded or shortened as appropriate by the applicant. All Gantt Charts must be printed in color and included in this section of the application.

APPENDIX A

MATCH FREQUENTLY ASKED QUESTIONS SHEET

WHAT ARE MATCHING FUNDS?

Matching Funds are a resource commitment beyond the grant dollar amount requested, and are required as part of a Regional Water Plan Seed Grant contract. The applicant and contributing project partners identify budget expenses and provisions that will be provided as match in when submitting the initial application.

HOW MUCH LOCAL MATCH IS REQUIRED?

The required minimum match is 40% of the total project cost for all Regional Water Plan Implementation Grant projects. 10% of the match must be provided in cash funds. Providing additional match is encouraged; and may result in the project proposal receiving priority consideration for funding.

Example Calculation for Determining Match Commitment:
Grant Funds Requested x 2/3 = Required Minimum Non-Federal Matching Funds

<i>Grant Funds Requested:</i>	<i>\$75,000 (60% of Total Project Cost)</i>
<i>Minimum Match Required (Minimum 10 % cash match):</i>	<i>\$50,000 (40% of Total Project Cost, -- \$5,000 of which is to be provided as cash match)</i>
<i>Total Project Cost:</i>	<i>\$125,000</i>

WHAT CAN BE USED AS MATCH?

Local match must be from non-federal sources.

CASH MATCH: Funds contributed specifically to cover the actual costs of the project.

These costs **may not** include:

1. Indirect costs
2. Equipment operation
3. In-kind services

IN-KIND MATCH: Contributions made directly in the form of efforts or goods, with dollar value specified, to implement the project. These amounts must be:

1. Verifiable (see section below regarding tracking local match commitments);
2. Directly related to accomplishing project goals;
3. Not already being counted as match for another project;

HOW DO I TRACK IN-KIND MATCH CONTRIBUTIONS?

1. Match contributions must be documented on a quarterly basis when invoicing for grant funds and in the associated progress reports;
2. Match contributions must be entered into the lead organization's accounting records and be auditable from those records (i.e. type, quantity, value of contribution, date of contribution, signature of contributor/partner organization);
3. When recording in-kind match, accounting records must show how the value placed on the match was derived (i.e. number of volunteer or personnel or meeting space hours and hourly rate for each, etc.);
4. Volunteer hours and services must be documented to the extent feasible.